



STATE OF RHODE ISLAND

BOARD OF CERTIFICATION OF OPERATORS OF WASTEWATER TREATMENT FACILITIES

235 Promenade Street, Providence, Rhode Island 02908

November 2021

Electronic renewal form: Please print, complete the second page with signatures, and mail with payments as instructed.

It's that time again. Per Chapter 42-17.4 of the Rhode Island General Laws, as amended, and the *Rhode Island Rules and Regulations for Wastewater Treatment Facility Operators (RICR-150-10-5)*, **please be aware that your wastewater operator's license will expire at midnight on December 31, 2021.**

YOU HAVE TWO OPTIONS TO RENEW:

1. For standard renewals, follow the instructions on the back by **signing only Acknowledgement #1** to renew your license with a standard renewal, OR
2. If you have attained **twenty hours of approved training**, you should **also** sign the Optional **Acknowledgement #2—as well as Acknowledgement #1—for a “Tier Two” renewal.**

Either way, payment of the \$10 renewal fee and this completed renewal form must be **received to DEM (not postmarked) by 4:00 p.m., Friday, December 31, 2021.**

- Per the above statutory and regulatory requirements, all operators of wastewater treatment facilities in Rhode Island must maintain licensure to remain employed at a wastewater treatment facility in Rhode Island.
- **Failure to renew by December 31, 2021 for the coming two-year renewal period will result in the assessment of late fees of up to \$25 or the expiration of your license.** Should your license expire, re-certification will be through examination only. Please note that only operators employed at a wastewater treatment facility in Rhode Island can sit for examination.
- As such, the Board urges you to renew your license now.
- Remember: Your renewal must be **received**, not mailed, by 4:00 p.m. December 31, 2021. Walk-ins are recommended if you're getting close to that date to avoid delays with the US Postal Service.
- You need not be living in Rhode Island or working at a Rhode Island wastewater treatment facility to renew. All current license holders may renew.
- **If you do not wish to renew your license** please contact Traci Pena at Traci.Pena@dem.ri.gov, so we can stop sending you renewal information.

Questions? As always, feel free contact Traci or Bill Patenaude at Bill.Patenaude@dem.ri.gov

RETURN THIS PAGE WITH PAYMENT AND SIGNATURE

**RHODE ISLAND BOARD OF CERTIFICATION OF OPERATORS
OF WASTEWATER TREATMENT FACILITIES**

2022-2023 WASTEWATER OPERATOR RENEWAL INSTRUCTIONS:

1. READ, COMPLETE, AND DATE ACKNOWLEDGEMENT #1 BELOW

ACKNOWLEDGEMENT #1 (EVERYONE MUST SIGN THIS ONE)

I, the undersigned, do hereby acknowledge that I am the license holder in question and that as a condition of licensure, per the *Rules and Regulations of Operators of Wastewater Treatment Facilities*, it is my responsibility to notify the Board regarding any change in my home address, otherwise I may forfeit licensure in subsequent renewal periods if the Board cannot locate me for renewal. I also acknowledge that I am aware that **this renewal will expire at midnight on December 31, 2023**, and that it is my responsibility to secure renewal information and then proceed to renew my wastewater operator license by that date, otherwise I will be assessed late fees and possibly have my license expire.

PRINT FULL NAME/LICENSE # _____

SIGNATURE

DATE

2. ENCLOSE A \$10 CHECK OR MONEY ORDER MADE OUT TO: *TREASURER, STATE OF RHODE ISLAND*

- NO CASH PAYMENTS WILL BE ACCEPTED.
- **Walk-in credit card payments are accepted at DEM, 235 Promenade Street, Providence.**
Note: When paying by credit card, an additional convenience fee of \$1.20 is charged for a \$10 payment. Higher convenience fees are charged for higher payment values.

3. MAIL THIS COMPLETED FORM AND THE \$10 FEE TO THIS ADDRESS:

**WWTF LICENSE RENEWAL
DEM – PERMIT APPLICATION CENTER
235 PROMENADE ST., PROVIDENCE, RI 02908**

LATE FEES OF UP TO \$25 WILL BE ASSESSED AND /OR LICENSES MAY EXPIRE IF DEM RECEIVES THIS FORM AND \$10 FEE AFTER TUESDAY, DECEMBER 31, 2021.

OPTIONAL ACKNOWLEDGEMENT #2:

(SIGN THIS ONLY IF YOU HAVE 20 HOURS OF APPROVED TRAINING)

I, the undersigned, **voluntarily seek Tier Two licensure renewal of my grade of license**. I have taken a minimum of twenty hours of approved training related to wastewater operations between January 1, 2020 and present. As proof, I have attached evidence/copies of training completion forms, etc.

SIGNATURE

DATE

FOR OFFICIAL USE ONLY:

Fee Paid: _____ Check/Card/MO # _____ Date Paid _____